

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 003-2015

OPEN TO: All interested Candidates
POSITION: LGF Security Guard, FSN-02; FP-CC
OPENING DATE: February 13, 2015
CLOSING DATE: February 27, 2015
WORK HOURS: Full-time (extended work schedule), 60 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office

NOTE: *All ordinarily resident applicants must have the required work and residency permits to be eligible for consideration.*

The Regional Security Office of the U.S. Embassy in Brazzaville is seeking for individuals to fill vacant positions of LGF Security Guard in the Regional Security Office.

BASIC FUNCTION OF POSITION

Perform guard services and duties at a stationary post such as a gate to safeguard U.S. Government property and personnel. Those duties include, but are not limited to: receiving and controlling access of visitors and contractors; checking vehicles getting in/out of the compound; performing walking patrols.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. Education

Completion of secondary school is required.

2. Prior work experience

One to two years of military, police or guard experience is required.

3. Language requirements

Level 2 (Limited knowledge) English ability is required. **English skills will be tested.**

4. Knowledge:

Sound and demonstrated knowledge of security regulations and procedures. Ability to protect compound against fire, theft and any kind of malice intrusion. Ability to report any incident to the supervisor.

Actual job knowledge will be tested.

5. Skills and abilities

Ability to handle security equipment; ability to handle difficult situations when immediate support may not be available from the supervisor. Ability to perform various guard and safeguarding duties.

SELECTION PROCESS (FOR ALL POSITIONS)

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed US citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Not ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS 0174) (available from the Embassy Security Post); or
2. A current resume or curriculum vitae that provides the same information as an DS 0174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Female Applications are encouraged.

SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville –Boulevard Denis Sassou Nguesso

No: 70-83 sections D (Face Maternité Blanche Gomez) Baongo, Centre-ville.

E-mail: BrazzavilleHR@state.gov

PHONE: 06-612-2000 / 06-612-2133 / 06-612-2143 /06-612-2109

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION: FEBRUARY 27, 2015

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.